

Checklist for the Dialogue Conference (DC)

Tasks	Action	Notes	Responsible
Practical things in the conference hall	<ul style="list-style-type: none"> ➤ Set up small tables (round) with room for 8, and mark the tables with clearly visible group numbers. (All the work is carried out in this room, not in separate group rooms) ➤ Have ready on the tables: programme, acetates(overhead paper) + pens, writing pens, interview guides, notepaper, list of groups and group members. ➤ Check that the microphone and overhead projector work ➤ Put an list of all the groups, with table numbers and group members on the door ➤ Drinking water in the room 		
Registration of delegates	<ul style="list-style-type: none"> ➤ Important to create a pleasant atmosphere where people feel welcome ➤ Register everyone who comes ➤ Name_ badges for everyone ➤ Show people to the group they belong to ➤ The group leader (a member of the resource group) will be sitting at the table waiting to welcome them 		
Welcome and introduction <i>Suggestions for introduction</i>	<ul style="list-style-type: none"> ➤ Welcome (short-5 min) by a user representative and a senior leader ➤ Short introduction to the framework and aims for the DC, and a run through of the day`s programme by the conference leader, ideally a poem or some music to set the atmosphere ➤ Check: Do all groups have equal number of participants? If not, they need adjusting. 		
Establishing the groups	<ul style="list-style-type: none"> ➤ The group leader is responsible for making sure everyone is presented to eachother, and gets a chance to speak. He must keep time (or appoint someone to do this) and make sure that the group stays on track. 		

	<ul style="list-style-type: none"> ➤ Choose someone to take minutes and write on the acetates. 		
Keep to the time-frame for the DC	<ul style="list-style-type: none"> ➤ The conference leader needs to give clear instructions about what the delegates are to do and how much time they have to do it. Give a warning when there are 3 mins left of every task . ➤ Time schedule should be clearly displayed in the programme and the interview guide. ➤ The group leaders have an important role in this. ➤ Those leading the conference should also go around to make sure that things are happening at the right pace, and that all delegates get a chance to tell their story to the group. 		
Introduction to the interview and group work	<ul style="list-style-type: none"> ➤ Take care to listen well ➤ Ask questions so you can understand the focus of the story and the main factors that made the story possible ➤ Emphasize that the main factors mustn't be too diffuse. (If the communication isn't very specific, listen well and try to give praise) ➤ Remind the the one who takes minutes in the group to write down all the main factors from the story ➤ After the interviews each participant tells the story one has heard to the group including the factors that made it possible ➤ The group work ends by the group choosing the most innovative and moving story from all the stories in the group, and this story is then presented in the plenary session. 		
Plenary presentation	<ul style="list-style-type: none"> ➤ The presentation order is set in advance. Group 1 first etc – and reverse the order if there are two rounds of feedback. ➤ Feedback should be short. ➤ The whole group should come forward with the person giving the presentation (the group leader, the one owning the story or another person) ➤ If there are a lot of groups, there can be a certain amount of repetition. 		

	<p>Ask them not to repeat key factors in their story, that other groupss have already mentioned.</p> <ul style="list-style-type: none"> ➤ Main words are written down on acetates ➤ Acetates are collected in straight after each presentation and marked with the group number 		
Breaks	<ul style="list-style-type: none"> ➤ Remember to air the room well ➤ Talk to ressource group members (group leaders) to support them and find out if they need anything or are unclear about anything 		
Ending	<ul style="list-style-type: none"> ➤ Filling out and collecting evaluation forms ➤ Thank the delegates ➤ Thank the group leaders (flowers?) ➤ Short summary and orientation about future actions from senior leaders and users based on what has come out of the DC ➤ Ideally close with a poem 		